Issue Date: March 26, 2001

Revised: October 15, 2001

MAIN HRS

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Section 7.2 FUNCTIONS MENU Data Collection Inquiry Time Tab

This section provides the procedures for Timekeepers and Employees to inquire on time entered by using the Time tab window.
Time
1. The Time tab is accessed through the Functions, Data Collection Inquiry items on the menu bar.
2. The Time tab consists of the following bottom tabs:
■ Time Detail - This tab is automatically activated when the Time tab is clicked.
■ CB Detail - This tab allows a user to view time entered by coding block.
■ Comments - This tab allows a user to view any comments that had been entered through Data Collection.
■ The Error - This tab allows a user to view any error and/or warning messages. The Error tab is only displayed when there is a warning and/or error.
 Cash NPA - This tab allows a user to view Net Pay Adjustments. The Cash NPA tab is only displayed when a Net Pay Adjustment has occurred.

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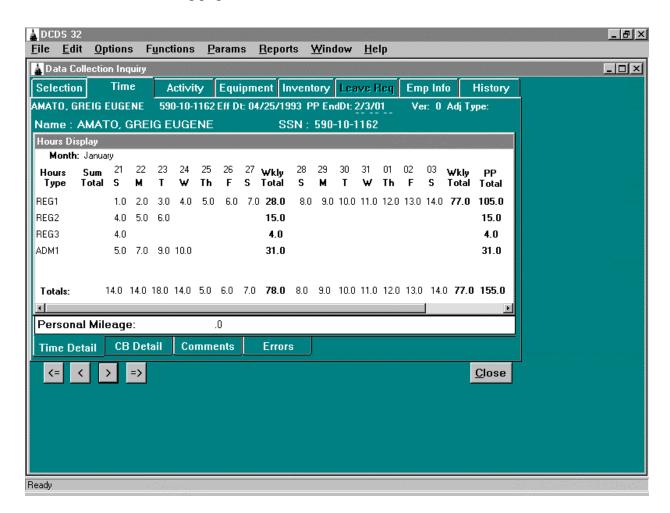
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Data Collection Inquiry

Section 7.2 - Time Tab

Time Tab (Time Detail Bottom Tab)

The following window is displayed when the Time tab is selected. The fields displayed are described on the following page.



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Time Tab (Detail Time Bottom Tab)

Field Name	Description
Hours Type	The hours type reported by the employee.
Sum Total	Total hours reported for a particular hours type per pay period.
Days of the Week	Total hours by hours type for each day of the week reported by the employee.
Wkly Total	Sum of total hours reported for a particular hours type per week.
PP Total	Sum of total hours reported for a particular pay period.
Totals	Total for each day of the pay period (if time was reported on a daily basis) and a total for each week of the pay period.

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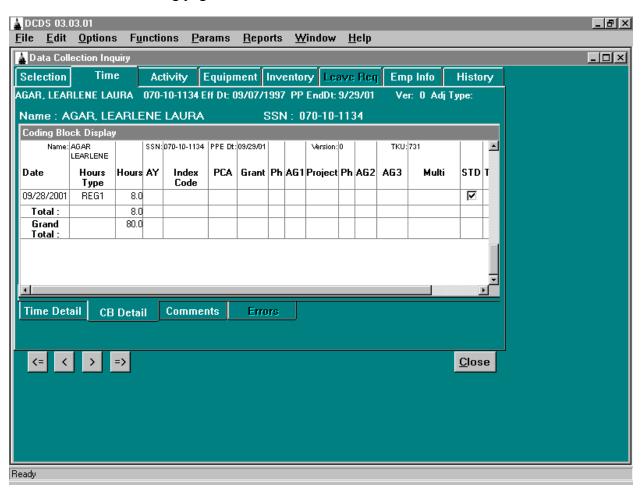
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Data Collection Inquiry

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Time Tab (CB Detail Bottom Tab)

Click on the CB Detail bottom tab to display the Coding Block Display window. This window displays detail coding block information reported for each hours type. The fields displayed are described on the following page.



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CB Detail Bottom Tab

Field Name	Description
Name, SSN	The employee's name and Social Security Number.
Date	The dates the employee charged the coding block elements.
Hours Type	The hours type charged to a coding block.
Hours	The number of hours charged to a coding block.
Coding Block Elements	Coding block reported by the employee. Note: If the standard coding block is being used, a '✓' is displayed in the Std field, and the coding block element fields will be blank.
Std	Displays a '✓' if the standard coding block was reported.
Total	The daily total of hours charged to a coding block.
Grand Total	The pay period total of hours charged to a coding block.

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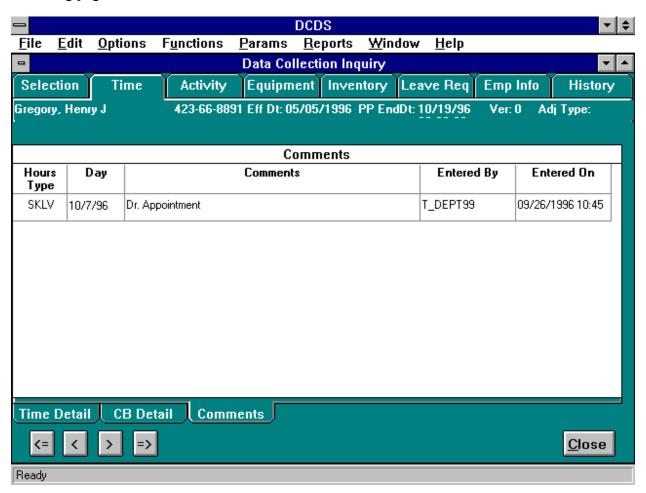
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Time Tab (Comments Bottom Tab)

Click on the Comments bottom tab to display the Comments window. This window displays comments reported by the employee for hours entry. The fields displayed are described on the following page.



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Time Tab (Comments Bottom Tab)

Field Name	Description
Hours Type	The hours type for which the comments are reported.
Day	The day of the pay period for the comment.
Comments	Comments reported by the employee.
Entered By	User ID of the user who entered the comment.
Entered On	Date when the comment was entered.

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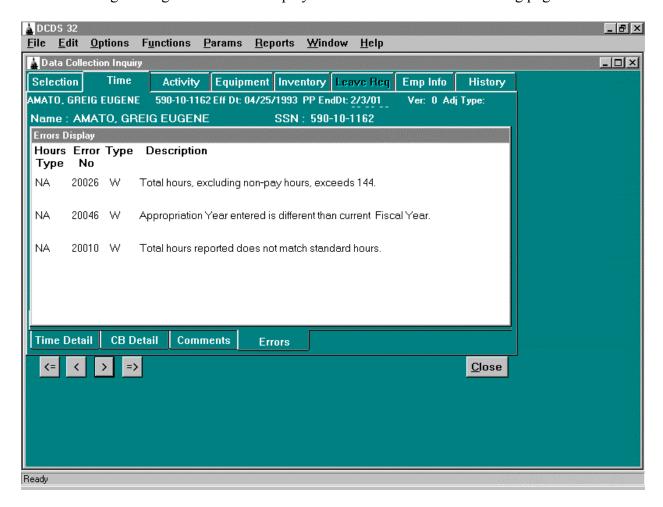
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Data Collection Inquiry

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Time Tab (Errors Bottom Tab)

Click on the Errors bottom tab to display the Errors window. This window displays any errors and/or warning messages. The fields displayed are described on the following page.



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Time Tab (Errors Bottom Tab)

Field Name	Description
Hours Type	The hours type that was entered on the time entry window.
Error No	Number of the type of error or warning found during validation process.
Туре	Displays a "W" if a warning was found or "E" if an error was found during validation.
	Note: Time may be submitted with warnings, but errors must be corrected before the timesheet can be submitted.
Description	Reason why error/warning occurred.